

Address Reply To
Bureau of Supplies and Accounts
And Refer To

NAVY DEPARTMENT
BUREAU OF SUPPLIES AND ACCOUNTS
WASHINGTON 25, D. C.

22 January 1947

MEMORANDUM FOR THE RECORD

The General Stock Division, Bureau of Supplies and Accounts, is established as the central clearing house in the Navy Department for purchase orders from the CIG. In order to handle these purchase orders in a uniform manner with a maximum of security, the following special procedures will be adhered to.

A. The CIG will:

- (1) Submit all purchase orders addressed as follows:

The Chief of the Bureau of Supplies and Accounts
code (RSU-FED)
Navy Department, Washington 25, D. C.
(Attn. Mr. Dougherty)

- (2) Number purchase orders with prefix "zg"
- (3) Ensure that each purchase order includes only one category of supplies.
- (4) Furnish BuSanda (Code AP) (Dir. A.B. Johnson) written memorandum agreeing to accept charges billed without support of a receipted copy of the invoice as proof of delivery.

B. The General Stock Division will:

- (1) Screen for availability in stock.
- (2) If material is controlled by other bureaus, obtain release from cognizant Bureau.
- (3) Issue order to stocking activity in form outlined in enclosure.
- (4) File purchase orders in confidential locker.